

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Completes or assists in the completion of 837s (Incident Package)
2.	Completes or assists in the completion of 114Ds (Isolation Segregation Orders).
3.	Becomes certified and acts as a Hearing Officer for Administrative 115s.
4.	Addresses inmates' issues and 602s regarding programming concerns.
5.	Performs as court liaison.
6.	Conducts rank and file, Level 1 internal affairs investigations.
7.	Holds staff meetings.
8.	Delegates work tasks to subordinate staff.
9.	Communicates performance expectations to staff.
10.	Ensures staff is cross-trained.
11.	Fills vacant posts and ensures coverage as needed to fulfill operational needs.
12.	Ensures post orders are updated, complete, accessible to and signed by subordinate staff.
13.	Ensures staff adheres to grooming standards, i.e., proper uniforms are worn.
14.	Ensures staff either has on their person, or has accessibility to, required safety equipment.
15.	Ensures subordinate staff are skilled in the use of equipment, i.e., keys, side handle baton, pepper spray, etc.
16.	Develops and implements unit procedures.
17.	Ensures that staff meets mandated training requirements.
18.	Applies the provisions of bargaining unit memorandum of understanding to prevent violations of employee rights.
19.	Audits FLSA time sheets daily, checking for correct codes and hours worked.
20.	Recognizes and addresses staff-on-staff conflicts.
21.	Conducts inspections to ensure that subordinate staff is alert and diligent in the performance of their duties and takes subsequent action to address deficiencies as necessary.
22.	Identifies documents and addresses performance weaknesses in subordinate staff.
23.	Provides staff with recommendations for training and development to meet performance expectations and personal and professional goals.
24.	Assesses the need and performs and documents on-the-job training as needed to help staff achieve job-related functions and communicated expectations.
25.	Ensures that all apprentices in a specified area receive the appropriate training, direction and hours in work process categories.
26.	Identifies the need for and helps staff secure supplemental training as needed.
27.	Recognizes the superior performance of subordinate staff, e.g., makes recommendations for special assignments, awards and other types of recognition, assigns peer leadership/mentoring duties. Etc.
28.	Refers staff to the Employee Assistance Program and/or In-Services Training who has personal issues that are negatively impacting their work performance.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

29.	Ensures staff are up-to-date and/or aware of in-services training credit balances prior to year-end performance reviews.
30.	Maintain supervisory files to support staff performance evaluations.
31.	Prepares written employee performance reports.
32.	Conducts frequent inspections of staff qualification cards (CDC Form 861).
33.	Approves/disapproves performance salary adjustments.
34.	Reviews and authorizes shift documentation generated by subordinate staff, i.e., unit logs, post orders, cell search log books, weekly inmate time card inspection sheets, etc.
35.	Ensures staff sign in and out per FLSA.
36.	Reports irregular or suspicious staff behavior, i.e., over-familiarity with inmates.
37.	Prepares letter of instruction, Employee Counseling Records (CDC form 1123), recommendations for adverse action and other progressive discipline documents.
38.	Maintain accessibility for staff in order to assist or counsel them with or about problems.
39.	Consults with superiors and peers about concepts of, and applies, good leadership techniques.
40.	Implements positive changes by guiding staff through the change process.
41.	Oversees the unit orientation of new correctional officers assigned to a specific area.
42.	Read all lesson plans to ensure accuracy and completeness and checks revision dates prior to course delivery.
43.	Maintains accountability for the institution-training budget.
44.	Works with in-service training staff in other institutions, Galt to coordinate the delivery of training courses and/or conferences for cost efficiency.
45.	Plans, directs, organizes, audits and coordinates training for employees in institutions, i.e., block training, weapons qualifications, etc.
46.	Participates as a trainer in departmental training programs, i.e., the orientation of all new institution employees.
47.	Publishes, edits and distributes the monthly training bulletin.
48.	Supervises the period audits of training files to ensure accuracy of information and placement in the file.
49.	Ensures that training completed by all staff in an institution is recorded and maintained within an automated system.
50.	Directs and monitors the completion of on-the-job training of Correctional Officer Cadets and apprentices.
51.	Evaluates, on a continuing basis, the training needs of staff in an institution.
52.	Ensures armory staff responsible for maintaining equipment and weapons possess the proper certification.
53.	Implements, records and distributes employee assignment changes.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

54.	Maintains the Post Assignment Schedule and performs reconciliation and audits as required.
55.	Prepares vacant post sign up sheets.
56.	Notifies the Personnel Assignment Sgt. Of all available Permanent Intermittent Employees.
57.	Collects information and prepares reports requested by the Administration.
58.	Prepares and maintains rosters for uniform custody staff in accordance with institution policy and procedure, i.e., post assignments, overtime, vacation, light duty, reasonable accommodation, detached duty, training and development and extended sick leave.
59.	Notifies all staff of assignments by ensuring the weekly distribution of rosters, job change and vacation schedules and employee FLSA check-in sheets to the appropriate work areas.
60.	Prepares the Annual Vacation Schedule.
61.	Reads all daily recaps and overtime expenditure logs to determine if the Institution Vacancy Plan is being utilized properly.
62.	Issues overtime meal vouchers for any staff that have worked overtime.
63.	Participates in planning, organizing and implementing the Department's recruitment programs.
64.	Coordinates recruitment efforts and supervises an institution's recruitment team.
65.	Serves as regional recruitment coordinator and provides support for specified institutions' recruitment teams, i.e., identifying and scheduling their participation in recruitment events.
66.	Collects and reviews documents submitted by prospective employees containing personal historical data.
67.	Coordinates with criminal justice agencies previous employers, family, friends, etc. in verifying the suitability of prospective employees.
68.	Maintains active background investigation files containing confidential information.
69.	Prepares and submits recommendations relative to the suitability of peace officer and other applicants.
70.	Recommends new policies and procedures.
71.	Provides subject matter expertise for the completion of analyses on proposed legislation.
72.	Uses logs and other sources of information to investigate patterns of possible sick leave abuse.
73.	Coordinates the Physical Fitness Incentive Pay Program for an institution.
74.	Meets all mandatory In-Services Training requirements.
75.	Ensures the coordination and completion of emergency and routine periodic counts.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

76.	Processes Inmate Movement Forms (CDC 135).
77.	Receives and processes Inter-Facility Transfer Forms (CDC 154).
78.	Provides direction to staff on the use of automated database system operations.
79.	Provides information for use in determining housing arrangements for arriving inmates.
80.	Ensures all appropriate paperwork is completed/verified prior to an inmate's departure.
81.	Monitors emergency alarm systems, i.e., fire, code, etc. and responds as necessary.
82.	Once all out-count slips are received; cross-references or supervises the cross-referencing or, out-count slips with bed cards and the automated database system.
83.	Supervises the return of inmates to their assigned housing unit for a mandatory emergency count when an escape plan has been activated.
84.	Ensures visitor information is available to the public via telephone.
85.	Approves inmate visitors, coordinates processing using visitor questionnaires, and searches visitors and/or property, ensuring adherence to identification attire, and property requirements/restrictions.
86.	Supervises all activities in inmate visiting locations, closely monitoring persons for suspicious behavior inappropriate behavior, the presence of contraband and/or drugs, and responds to visitor questions, concerns and/or problems.
87.	Approves a requisition for and ensures the proper control and use of materials and supplies and/or approves a requisition for equipment repair or replacement for a specified area.
88.	Ensures the proper storage and reporting of hazardous materials and related issues in accordance with State procedures and Federal guidelines.
89.	Supervises the management of facility flags, i.e., procurement, storage, handling, posting, taking down, etc.
90.	Accounts for, inventories issues and ensures the proper functioning of keys and security/restraint equipment.
91.	Manages the armory by ensuring all weapons, chemical agents and equipment are properly stored, secured, inventoried and maintained in good condition (clean/repair weapons as required per scheduled maintenance procedures) and related documentation is accurate and submitted on a timely basis.
92.	Rotates and audits weapons, ammunition and chemical agents at designated and emergency posts.
93.	Ensures that all Personal Protective Equipment (PPE) kits and cleanup kits are inventoried and complete.
94.	Supervises the application of the key and tool control plan, including completing audits and documentation or tool control practices to ensure safety and security.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

95.	Ensures the safekeeping and maintenance of equipment, tools and materials, including supervising and ensuring their removal from a work area, identifying and responding to occurrences of missing equipment, handling/disposing of hazardous waste, etc.
96.	Coordinates between the screening Lieutenant and receiving housing units to properly house incoming inmates.
97.	Supervises the handling of disruptions within Receiving and Release.
98.	Coordinates/supervises the control and processing of inmate arrivals in accordance with institution and departmental policy, i.e., notifications, photographing, unclothed body search, State clothing issue, bed roll issue, test of electrical appliances, identification card issue (new arrivals only), etc. supervising the off-loading and recording of inmate property and records from the bus, ensuring accurate completion and placement of paperwork for the initiation of inmate facility records, ensuring proper routing of the central file and original CDC 135; etc.
99.	Identifies enemy factors and compatibility needs when Administrative Segregation inmates are being transferred to/from Receiving and Release in groups for either intake or departure.
100.	Ensures inmates' housing records are accurate and complete.
101.	Documents all quarterly packages and appliances received.
102.	Ensures all property is approved based on the housing location of the inmate before it is issued.
103.	Participates as a member of the Deadly Force Review Team when so designated by the Training Manager.
104.	Closely monitors and supervises security for the Mental Health Services Delivery System programs within a specified area and participates as a member of the interdisciplinary treatment team.
105.	Assists other supervisors with any problems that may effect the smooth operation of the program.
106.	Updates operational procedures for a specified area as needed, but at least annually.
107.	Participates on classification committees.
108.	Works with California Department of Forestry employees to operate a camp.
109.	Read emergency procedures and trains staff to carry out their responsibilities in the event.
110.	Ensures all unit staff maintains high visibility.
111.	Gathers information from inmates and other sources about conflicts and personal problems.
112.	Maintains an open line of communication with inmate "shot callers".
113.	Identifies potential disruptive situations.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

114.	Confiscates inmate possessions considered contraband.
115.	Resolves conflicts between inmates verbally.
116.	Prevents escapes.
117.	Activates the alarm system to alert staff in the event of an emergency.
118.	Listens for and responds to alarms, shots fired and/or disturbances.
119.	Evaluates the need for, and activates primary and secondary response teams.
120.	Ensures all staff is accounted for after an emergency/incident/alarm.
121.	Ensures all inmates are accounted for after an emergency/incident/alarm.
122.	Evaluates and determined if an apparent emergency is a diversion.
123.	Notifies supervisor and Watch Commander of an incident as soon as possible.
124.	Applies Disturbance Control Procedures when necessary.
125.	Takes command, gives direction and/or provide direct supervision during an incident or emergency that occurs in a specified area.
126.	Verbally attempts to separate two fighting inmates.
127.	Assists in the preparation and activation of intra-agency mutual aid response mechanisms.
128.	Participates in controlling riot activities.
129.	Participates as a member of the negotiation management team.
130.	Searches for and recaptures escaped inmates.
131.	Applies restraints.
132.	Instructs and/or evaluates staff's use of force.
133.	Writes use of force reports.
134.	Controls and resolves work stoppages.
135.	Identifies the need for and notifies the Post Trauma Team and/or Employee Assistance Program and assists subordinate staff in obtaining access to available resources.
136.	Ensures the availability of various types of restraints.
137.	Instructs and/or evaluates staff's use of restraint gear.
138.	Gives verbally orders before and during the use of restraints.
139.	Qualifies on the firearm range.
140.	Ensures staff uses and maintains weapons in accordance with safety and security procedures.
141.	Conducts medical emergency response drills with staff.
142.	Makes decisions to wait for assistance and/or back-up in a medical emergency.
143.	Utilizes and ensures staff use proper universal precautions when administering first aid.
144.	Applies first aid if necessary.
145.	Applies cardiopulmonary resuscitation if necessary.
146.	Ensures staff applies proper CPR practices and procedures as necessary/appropriate.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

147.	Completes and processes the appropriate paperwork upon the occurrence of staff and/or inmate injuries within prescribed time frames.
148.	Directs staff around a crime scene to preserve its integrity.
149.	Assigns individual staff to perform specific crime scene management duties, i.e., keeping intruders out of the crime scene, photographing the scene, collecting evidence from the scene, preparing a diagram of a crime scene, etc.
150.	Ensures a log of activity on a crime scene is maintained, including names of staff entering the scene, the time of entrance and exit to the crime scene.
151.	Identifies, seizes and supervises the processing of controlled substances seized as contraband to ensure that evidence is preserved.
152.	Isolates and ensures preservation of crime scenes.
153.	Ensures the chain of evidence is preserved.
154.	Ensures proper processing and preservation of legal evidence.
155.	Ensures staff is trained in procedures for handling and processing hazardous.
156.	Ensures staff process evidence in accordance with departmental and institutional procedures.
157.	Coordinates and supervises the collection of evidence.
158.	Ensures staff protects staff and inmate property during inspections and searches.
159.	Directs and assists squad officers in conducting searches of inmate cells, dormitories, shops, recreation yards, grounds, and any other area.
160.	Ensures staff is familiar with policies and procedures relative to proper storage area for collected evidence.
161.	Transports evidence as needed.
162.	Coordinates and supervises the preparation of Incident Packages (CDC 837) and/or the collection, distribution and maintenance of incident records to ensure proper documentation.
163.	Supervises and arranges for the semiannual destruction of incident records in accordance with court authorization.
164.	Conducts investigations of incidents occurring in a specified area.
165.	Interviews or otherwise gather information from inmates regarding conflicts or disruptive situations.
166.	Reviews the central files or inmates involved in an incident to gather information, i.e., gang affiliation.
167.	Interviews and collect reports from all staff involved in or witnessing an incident.
168.	Removes a Correctional Officer involved in a shooting incident for debriefing.
169.	Prepares and submits a written report documenting the investigation of an incident occurring in a specified area.
170.	Makes case referrals to the District Attorney's Office upon conclusion of an investigation.
171.	Participates in an investigatory process being conducted on facility staff.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

172.	Ensures compliance of a Community Correctional Facility contracted vendor with department policies and procedures as they relate to inmate.
173.	Ensures mandated files and paperwork are completed as necessary.
174.	Ensures the roster of current inmates is accurate and contains up-to-date information.
175.	Identifies inmate by photo identification and/or utilizing the gate pass system.
176.	Ensures inmates are treated with fairness and consistency when applying policies and procedures.
177.	Ensures inmates with disabilities are identified and treated in accordance with policies and procedures.
178.	Reviews inmates' files to obtain information important for the proper handling and housing of each inmate.
179.	Ensures current bed, bed designations and picture card files are maintained for each inmate in a housing unit.
180.	Ensures housing unit staff conducts routine housing unit inspections.
181.	Ensures that all mandated services are provided to in inmate population.
182.	Ensures that both inmates and staff adhere to inmate/staff relation's policies and procedures.
183.	Monitors the application of and adherence to Inmate Work Incentive Program policies, procedures and activities.
184.	Identify and/or validate associates and gang members.
185.	Monitors/Document inmate disruptive groups within a specified area.
186.	Identifies predatory inmates.
187.	Monitor to ensure inmate behavioral documentation is submitted and processed according to departmental policies and procedures.
188.	Promotes acceptable attitudes and behavior of inmates.
189.	Responds to areas of conflict, i.e., staff/inmate, inmate/inmate, staff/staff.
190.	Ensures compliance with policies regarding special program placement inmates (close custody etc.).
191.	Conducts safety and security inspections of the work site.
192.	Ensure medical treatment for injured inmate workers is provided and all policies and procedures are adhered to.
193.	Monitors productivity levels to ensure maximum efficiency.
194.	Ensures time cards, time sheets and payroll records reflect accurate data and are submitted in a timely manner.
195.	Maintains information regarding inmates on outside crews.
196.	Locates inmates not appearing for scheduled activities.
197.	Schedules, coordinates and monitors activities during special events and provide safe environment.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

198.	Continually assess and evaluate the racial and numerical balance of inmate activities.
199.	Ensures each work crew is properly supervised.
200.	Ensures staff conducts random searches of inmates.
201.	Monitors and evaluates activities and strategically place staff to ensure adequate security.
202.	Identifies over familiarity with volunteers assisting in an activity.
203.	Tours and inspects areas of activity, i.e., chow hall, education, medical, etc.
204.	Enforces time limits on inmate movement to the location of an activity.
205.	Implements a modified activity schedule due to inclement weather conditions.
206.	Ensures that random and mandatory urine testing is conducted as needed.
207.	Ensures inmates who commit crimes within the facility are detained and isolated.
208.	Recommends and supervises the body cavity search procedure.
209.	Observes an assigned area for evidence of illegal activity and/or evidence of infractions of rules.
210.	Ensures staff understands the importance of communication and observational techniques.
211.	Ensures staff takes steps to correct identified problems or issues before they escalate into a serious problem.
212.	Provides information and discusses with staff the identification of special needs inmates, i.e., mental health.
213.	Provides instruction and support to staff in dealing with difficult inmate problems.
214.	Oversees the maintenance of a bulletin board, which posts inmate information.
215.	Recognizes and responds to the special needs of the disabled inmate.
216.	Makes appropriate referrals for inmates with unresolved problems to counseling and/or health care staff.
217.	Maintain accessibility and advises inmates on institutional regulations, services and sources of information.
218.	Reports/records and attempts to resolve inmate complaints and grievances at the informal level.
219.	Ensures Observes inmates for signs/symptoms of personal issues or problems i.e., mental disorder, alcohol, drug abuse or suicide.
220.	Ensures the observation of an assigned area for evidence of unsatisfactory or unusual behavior and occurrences.
221.	Oversees measures taken designated to prevent injury by inmates to themselves, staff, and property damage.
222.	Supervises or assigns correctional officers on escort or transport duty.
223.	Identifies those inmates compatible for escort together.
224.	Responds to area where an inmate is refusing escort.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

225.	Recognizes the need for special handling and supervises staff during escort of particular dangerous inmates.
226.	Ensures that inmate movement is properly supervised and completed per policy and procedures, i.e., into and out of program areas, through work change gates, for meals, etc., call out slips and special passes are completed appropriately, etc.
227.	Maintains accurate movement records of inmates moving within or leaving the institution.
228.	Transports inmates to and from locations outside the facility.
229.	Maintains a current class "B" or "C" driver's license as appropriate.
230.	Coordinates transportation teams.
231.	Ensures appropriate numbers of officers are armed when transporting inmates off grounds, per policy.
232.	Ensures a count is conducted of the inmates aboard transport vehicles.
233.	Ensures transportation staff is knowledgeable of transport vehicle emergency procedures.
234.	Coordinates/completes a thorough safety check of transportation vehicles prior to departure, including a check of the emergency exits.
235.	Maintains contact with transportation teams to ensure ETAs, address issues, etc.
236.	Ensures transportation teams carry appropriate supplies, i.e., gas credit cards, sack lunches, forms, etc.
237.	Checks out transportation kits.
238.	Assists in the preparation of sensitive transport details.
239.	Ensures the institution's coordination of medical and security transportation of inmates.
240.	Secures and handles packaged, prescribed inmate medications.
241.	Issues, inventories or returns all emergency hospital transportation equipment and weapons.
242.	Obtains and secures transportation vans by supervising the search and secure process.
243.	Supervises the unloading and loading of transportation vehicles (cars, vans, and buses).
244.	After transportation of an inmate, ensures the vehicle undergoes post inspection procedures, i.e., sanitation, security, etc.
245.	Prepares routine and emergency transportation paperwork.
246.	Ensures teams have appropriate communication capabilities, radios, phones, etc.
247.	Ensures subordinate staff have safety equipment or transport inmates with communicable or pathogen transmitted diseases and follow decontamination procedures.
248.	Ensures presence of safety equipment i.e., spare tire, flares, reflectors, first aid kits, etc.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

249.	Notify outside agencies of high risk inmate transportation through their
250.	Ensures that safety requirements are identified when transporting inmates.
251.	Ensures that security risk of inmates i.e., escape lifer are discussed identifying findings and implications with all assigned transportation staff.
252.	Draws from the pool of transportation staff to ensure transportation teams are qualified to carry out a prescribed mission.
253.	Assesses transportation staff maintain qualifications.
254.	Ensures transportation staff maintains qualifications.
255.	Ensures proper documentation is completed prior to transport, i.e., CDC 135 (Inmate Movement), CDC 1019 (Out –of-State Inmate Receipt), CDC 123 (Body Receipt).
256.	Maintains and provides for safety and security within an area of responsibility.
257.	Monitors and ensures that all staff are in compliance with health and safety procedures and regulations and conduct safety meetings regularly.
258.	Ensures that all staff returning from extended leave or light duty has been cleared by the Return to Work Coordinator.
259.	Ensures that staff has received training tin and are comfortable with the utilization of all job related equipment.
260.	Ensures alarm checks, quarterly fire and emergency drills are conducted with established procedures.
261.	Takes appropriate action to prevent the introduction of contraband into the facility.
262.	Takes all measures to ensure the safety and security, physical integrity of the institution.
263.	Listens to, reads, interprets and implements the direction of superiors.
264.	Listens to and interprets information being provided verbally, e.g., direction from superiors, conferences, meetings, staff and inmate communications, reports of unit activities, etc.
265.	Listens to and participates in radio transmissions.
266.	Listens for unusual sounds that may indicate suspicious activities or disturbances.
267.	Serves as chairperson in Qualification Appraisal Panels and on hiring interviews to assess the suitability of potential employees.
268.	Read facility and departmental rules, procedures, regulations, administrative bulletins, memorandum, post orders and other formal written materials for updated information and direction.
269.	Reviews various lists for a specified unit to ensure compliance with policies and procedures, i.e., ducat, yard, paper tray, special restraint, single cell, and walk-alones.
270.	Reads log books to stay informed of unit activities, happenings, etc.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

271.	Gathers, enters, retrieves and reads data from, and prepares and prints information from, a computer or facsimile, i.e., spreadsheets, electronic mail, narrative reports, etc.
272.	Read bargaining unit memorandums of understanding and other employee relation's documents to ensure supervisory and employee compliance with provisions.
273.	Gathers and reports information verbally and/or in writing, i.e., documenting a sequence of events, evidence, activities occurring during a shift, suspicious or irregular staff behavior, etc.
274.	Prepares correspondence, inter-departmental memorandums, procedures, post orders and other administrative paperwork.
275.	Prepares written responses to inmate appeals.
276.	Assesses employee grievances, collects information and prepares written responses ensuring compliance with laws, policies and procedures.
277.	Develops and maintains effective relationships with staff at all levels and disciplines, with inmates and with the public to facilitate the flow of information up and down the chain of command.
278.	Emphasizes within a specified area the importance of communication amongst staff and between staff and inmates.
279.	Briefs oncoming shift Sergeant and staff for information exchange.
280.	Participates and shares information in facility management meetings.
281.	Relays critical information during Classification Committee.
282.	Participates in Departmental Task Forces.
283.	Participates in training programs.
284.	Provides inmates with institution orientation.
285.	Appears at legal proceedings and testifies if required, i.e., court, State Personnel Board hearing, etc.
286.	Answer phone calls, route calls and takes messages.
287.	Conveys to superiors, verbally and in writing, complaints made by staff or inmates.
288.	Represents the department with the public.
289.	Communicates with the Men's Advisory Council and/or Inmate Advisory Council.
290.	Conducts facility tours for authorized persons/groups.
291.	Manages resources in accordance with departmental and administrative goals, objectives and priorities.
292.	Gains the trust and support of, and works with peers in various functional areas, to maintain a cohesive, cross-functional operation and a global perspective of issues, concerns and priorities.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

293.	Supports continuous improvement by identifying and capitalizing on opportunities and making recommendations for new or improved internal control systems, policies procedures and protocols.
294.	Accepts responsibility naturally within the scope of assignments and establishes productive working relationships with subordinates, peers, management, inmates and all others contacted during the course of business.
295.	Keep peers and staff abreast of key agency policies and priorities, which may impact the program area, goals and/or career interests.
296.	Is open to, adapts behavior and work methods in accordance with, and helps staff adjust to changing situations, i.e., changes in management/administrative direction, priorities, procedures, protocols and/or needs, changes due to innovation, etc.
297.	Addresses changing conditions and/or unexpected obstacles.
298.	Deals effectively with pressure and ambiguity and supports and implements management decision/direction/changing directions, sometimes with little supporting information.
299.	Takes the initiative to obtain information on important issues and situations, considers it in the context of departmental and administrative goals, and uses it to recommend improved processes, revised policies, procedures and/or protocols.
300.	Easily and willingly adapts leadership and interpersonal communication style in order to work effectively with diverse personalities, professions and backgrounds.
301.	Channels stress appropriately, maintains perspective and de-escalates anxiety and panic in others.